

6.2.1 H&S Objectives and Planning Procedures

Introduction and background

The Health and Safety (H&S) Team, as a part of the Operations Division, has a three-year Strategic Plan. With the establishment of the Worker Participation Agreement including H&S Reps and the revised Operational H&S Committee structure, the role of workers in the setting of H&S objectives has been defined. The Operational H&S Committee's structure is the worker participation mechanism for consultation and involvement in H&S systems and performance, the OH&S objective setting, and ongoing monitoring should include consultation with the committees.

To achieve this, the Operational H&S Committees under the Worker Participation Framework, provide feedback from frontline staff on H&S performance and areas for improvement. The Committees are responsible for setting and reviewing annual objectives that are forwarded to the H&S and Ethical Compliance Committee for endorsement.

Alongside the Committee objectives, the H&S Team have a three-year Strategic Plan, which forms a part of the Operations Group Three-Year Plan. This overall plan is endorsed by the Vice Chancellor's Advisory Committee and Council.

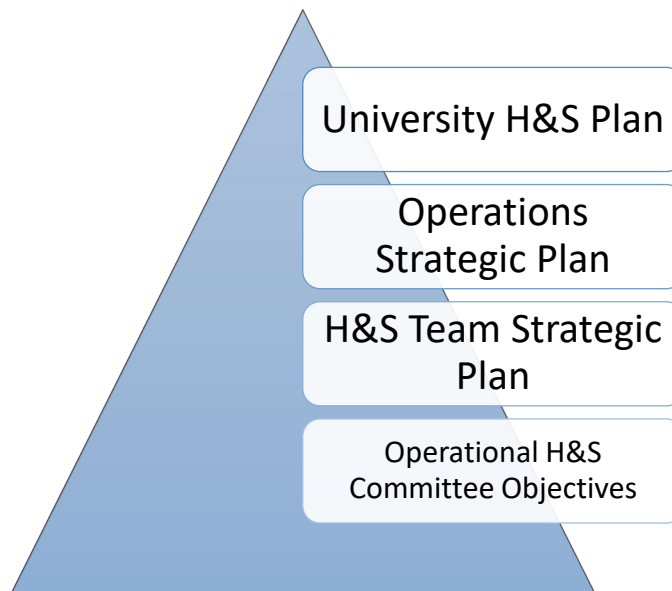


Figure 1: Objective identification and approval process

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Operational H&S Committee Objectives Setting Process

The purpose of H&S Objectives is to improve H&S performance in a defined area. The process starts with the internal H&S self-assessment for the ACC Audit (see ACC Self-Assessment audit process). This audit will identify areas for systems improvements for the committees to set objectives. In addition, focus areas may be identified, such as areas of concern, areas for improvement or newly identified areas or risks.

The committees have a cyclic process of systems review, including a deep dive into a hazard/risk selected by the group for review. This process may identify areas for improvement as a H&S objective.

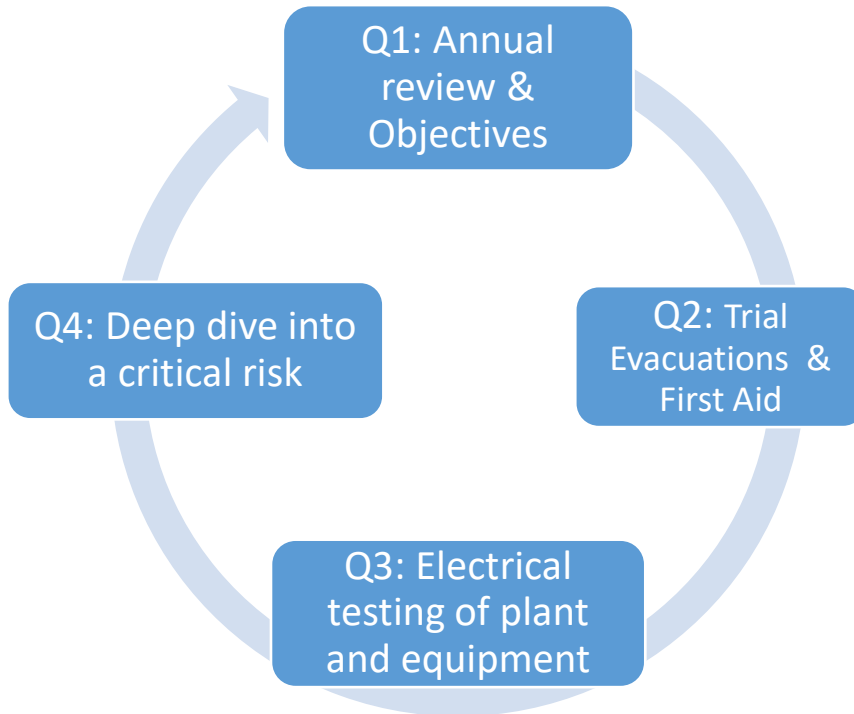


Figure 2: Operational H&S committees cyclic planning process

Identifying the focus areas

The focus areas should be identified and discussed by the Committee members based on information gathered from:

- Anecdotal feedback
- Injury/incident statistics and detail

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- Risk/hazard registers
- Audit findings – internal and external
- OHS Committee minutes/actions
- OHS site inspections
- Emerging issues
- ACC AEP Internal Self-Assessment procedure

Focus areas can be:

- Topic related (e.g. dangerous goods, manual handling, health and wellbeing)
- Task or systems focused (e.g. particular systems of work)
- Work environment related
- Cultural

Examples include:

People	Places	Systems
<ul style="list-style-type: none"> • Safety leadership • Safety culture • Awareness and training • Occupational Health and Wellbeing • Psychosocial hazard management • Manual handling and ergonomics 	<ul style="list-style-type: none"> • Facilities and Design • Emergency infrastructure • Work environment • Specific hazards (e.g. radiation, chemicals, biologicals) • Amenities • Machinery 	<ul style="list-style-type: none"> • Procedures • Safe Work Instructions • Emergency preparedness • Reporting • Audits and inspections • Risk assessments

The focus areas selected should be prioritised for those areas that will have the most significant impact on reducing risk to staff and students, and strategies that will focus on achieving sustainable outcomes.

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OHS Objectives and planning

When the Committee has identified the focus areas, a plan needs to be documented for achieving the Objective. This plan should include:

- The focus area and reasons for selection
- Achievable outcome descriptors (what will success look like?)
- Action plans for achieving the outcomes
- Resources required
- Timeframes for each step and responsibility
- Measuring for each step, what is acceptable, and what actions need to be revised if outcomes are not being met.

OHS Objective communication

The Objectives identified by the Committees will be available in the OurDrive OHSMS system along with meeting minutes.

OHS Objective Evaluation

The Operational H&S Committee Objectives are evaluated and reviewed by the Committee at each meeting, where updates on progress and planning are discussed. When Objectives have been completed, the Objective summary and outcome report is generated and forwarded to the H&S and Ethical Compliance Committee (HSECC).

The Operations Plan and the Central H&S Team Plan is reviewed annually and reported to VCAG and Council. Operational H&S Committees complete an annual review and objective setting exercise in Q1 as a part of the cyclic planning process.

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1	New Document	1 Aug 2022	Director, H&S	V1	Director, H&S

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